



Established 1894

## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex, BN16 4EA

Telephone/Answerphone 01903 772124

E-mail: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

### MINUTES OF THE MEETING OF THE ANGMERING PARISH COUNCIL HELD ON MONDAY 11 JULY 2022 AT THE ANGMERING VILLAGE HALL, KING SUITE

**Present:** Councillors Nikki Hamilton-Street (Chair), Alison Reigate (Vice Chair), Lee Hamilton-Street, Norma Harris, Alan Evans, Sylvia Verrinder, David Marsh and Mathew Want

**In Attendance:** Katie Herr (Clerk), Tracy Lees (Committee Clerk), ADC Cllr Andy Cooper and one member of the public

**Acronym:** Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; Planning & infrastructure Committee (formally HTP) – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; JEAAC - Joint Eastern Arun Area Committee; Sussex & Surrey Association of Local Councils – SSALC; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS.

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	22/001	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and approved for WSCC Cllr. Deborah Urquhart, Cllr Rhys Evans, Cllr Paul Bicknell Cllr John Oldfield. Apologies were note received from Cllr. Mike Clayden.	
2	22/002	<b>DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA.</b> No declarations were made.	
3	22/003	<b>APPROVAL OF MINUTES</b> Approval of the minutes of the meeting of the committee from <b>Monday 11 June 2022</b> were agreed by all and signed by the Chair.	
4	22/004	<b>PUBLIC CONSULTATION</b> No members of the public were present.	
5	22/005	<b>THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:</b> a) The attached report b) Any subsequent matters that have arisen since the agenda was set.	

The Clerk gave a verbal report which included an update on the installation of the bund and lighting in Mayflower Park. No questions were asked relating to the Action List or the Clerks report.

**6 22/006 CHAIRMANS REPORT**

This was given as a verbal report.

Cllr. N Hamilton-Street advised the committee that she had been asked to sit on the Management Group for ADALC. She attended a meeting with the Management Group at ADC with James Hassett CEO and Leader Cllr Shaun Gunner. It was a productive meeting with all agreeing communication was key between ADC and Parishes. Mr Hassett advised that a 3 year plan was being developed, but there would be no instant changes.

Cllr. N Hamilton-Street also reported back on the two planning appeal meetings she had attended. One of which was regarding the Chandlers site and the other for Land South of A259. Strongly worded objections from APC were read out by Cllr. N Hamilton-Street at both appeals. She also stated that it was good to see collaborations between local parishes and associations, all fighting for the same cause.

It was also reported that APC had received confirmation that ADC and the developer Barratt David Wilson have agreed to divert the S106 money originally secured for the relocation of the Skate Bowl/BMX Track as this is now not needed. It will now fund the Angmering Flood Alleviation Scheme, rather than other projects in Arun, outside of Angmering. Thanks were given to Cllr. Cooper and Cllr. Gunner for their support. Cllr. Cooper then thanked APC for pushing this forward and not giving up.

**7 22/007 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

No report had been received from Cllr. Urquhart.

**8 22/008 REPORT FROM THE ARUN DISTRICT COUNCILLORS**

A verbal report was given by Cllr. Cooper updated the committee on the Shared Prosperity Fund and that he was fighting to make sure Angmering received its share of the fund.

He also reported on the change of Group Heads and that Karl Roberts now only concentrated on Planning.

Cllr. Alan Evans was still requesting information regarding the climate change contact at ADC. Cllr. Cooper commented that he had sent this a few weeks ago but that he would send again and gave his apologies that this had not been received.

Cllr Want thanked Cllr Cooper for his assistance in the removal of an abandoned vehicle, but reported that there was now another van abandoned on Decoy Drive. Cllr. Cooper will speak with ADC Officers to make them aware that another vehicle has been left there and thanked Cllr. Want for bringing this to his attention.

Cllr. Cooper left the meeting at 19:44.

**9 22/009 NEIGHBOURHOOD PLAN**

Cllr. N Hamilton-Street commented that she had attended a NALC Review meeting on the Neighbourhood Plan and gave an update on what she had learnt.

She reported that there are basically three options to consider depending on what level of change the plan may need which will result in what kind of review and by whom this will need to be undertaken by.

Other tips were to look at how the plan was written i.e., the language used, making sure it is relevant for the change/review needed and to keep it simple. Also mentioned as the possible need to consider an infrastructure policy.

Cllr. N Hamilton-Street also reported that she now had a few good contacts to help support APC at a later date and that APC needed to wait to see what ADC were going to do in the coming year.

She finished by stating that APC's current plan was still OK, but we will need to be reviewed in the near future.

**10      22/010    CO-OPTION FOR COUNCILLOR VACANCY**

Cllr. N Hamilton-Street introduced Renee Hobson to the committee and thanked her for putting herself forward. The Clerk had previously shared the interview notes and questions were invited from the committee.

After a short question and answer session Cllr. N Hamilton-Street advised the committee that it was now time to take a vote to decide if Renee Hobson should be co-opted. The question was asked, all raised their hands in agreement and Renee Hobson was officially co-opted.

Cllr. N Hamilton-Street then advised that there would be an induction plan and advised that the office would be in touch. The Acceptance of Office form was signed by Renee Hobson and she was asked to join the meeting as a councillor, which she did.

**11      22/011    ANNUAL PLAN UPDATE FROM COUNCILLORS**

Cllr. N Hamilton-Street advised the plan needed to be looked at, especially priorities, and where APC were going with it. She advised the committee that all members needed to be looking at their actions and report back if they felt the action needed to be updated, amended, removed etc. Cllr. Verrinder asked if her action regarding the changes to the signage at the top of Dappers Lane needed to remain, the Clerk advised that it did, until after all the work from the TRO had been completed.

Cllr. A Evans asked about his action relating to Mayflower Park and discussion took place which included the cycle path.

Finally, it was agreed that the plan would be brought back to the September meeting of this committee for further discussion. All councillors were asked to look at their actions over the summer months and give their thoughts to the Clerk and Cllr. N Hamilton-Street ready for this meeting.

Action: All councillors and committees to look at their actions and report back prior to the September meeting. **All Cllrs.**

**12 22/012 COMMUNITY GRANT APPLICATIONS**

The 2022/2023 budget for Community Grants is £4,000.

No grants were applied for this month.

4 grants have been awarded so far this year, leaving an available budget of £2,390.00.

In order to advertise that APC have this grant pot available a Facebook post will be scheduled this month. Cllr. N Hamilton-Street encouraged councillors to spread the word and encourage new local applications.

**13 22/013 2022/2023 FINANCIAL REPORT**

No reports were presented this month.

**14 22/014 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED**

No questions were asked.

**15 22/015 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

- The Planning and Infrastructure Committee – None.
- CLEW Committee – None.
- Governance & Oversight Committee – None.

**16 22/016 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA**

Cllr. A Evans commented that he had read in the All About Angmering magazine the article about traffic. A brief discussion then took place. The Chair requested that Cllr. A Evans draft a response and forward to the Clerk at the Parish Office.

Action: Draft response to the article to be written and given to the Clerk.

**AE**

**DATE OF NEXT MEETING**

The Committee’s next meeting will be on **Monday 8 August 2022** at 7:30pm in the King Suite, Angmering Village Hall.

**The meeting concluded at 20.10.**

.....  
Chairman

Date.....

Meeting Date	Agenda No:	Minute No:	Title	Action Required	Action to be taken	Comments & Next steps	Delegate To
14.12.20	10	20/149	Operation Watershed	Chase information on the Honey Lane project and report back.		Grant application submitted Feb 2022 to SDNP. Finding out in Oct 2022	KH
14.12.20	10	20/149	Operation Watershed	The Clerk to check that Swillage Lane Pond would not affect the Honey Lane project and report back.		Ecology Report received from resident and forwarded over to WSCC for comment and next steps.	TL
08.03.21	4	20/198	Village Gates	Look into the possibility of installing village gates		Clerk would like to put this item on hold until works on Water Lane width have been completed as it may result in moving the signs.	KH
10.01.2022	4	21/142	Public Consultation	Clarify the path use through Mayflower Park and the signage. Report back to Councillors and the member of public		Info received back that it is not shared use, footpath only from the start of our land. The path needs to be a certain width and in its current state it is too narrow. Senior Rights of Way Officer at WSCC planning to attend site to view available space.	KH
11.04.22	11	21/207	Fletchers Field Play Park	Email to be written requesting the ADC councillors to look into this matter urgently and to receive the latest play park inspection document.		Awaiting response to email explaining our current commitments to the parks in Angmering. Emailed Andrew Griffith 03/08/2022	KH
11.04.22	12	21/208	Climate Change	Look into ideas on supporting climate change and report back at a future meeting.		ADC have information in their recent magazine. Alan to investigate.	MW/AE
09.05.22	7	22/007	Clerks Report	Add Climate Change as an item to this agenda on a quarterly basis.		Add in March, June, September and December	KH

#### KEY

Task has been started
Task to remain on the list
Task not yet started
Task completed



# Clerks Report August 2022

## Agenda Item 5

### 1) **Planning Applications.**

**South of Water lane** – Work continues on the site.

**North of Water Lane** – Latest application allowed to be confirmed by officers at ADC, after our response has been lodged.

**Land at Rustington Golf Centre, A/45/22/PL - A/29/21/PL** – Appeal 6 September 2022. APC questioning the move from Littlehampton to Bognor.

**Chandlers Site A/110/21/PL** – Refusal upheld by inspector.

**Land South of Littlehampton Road A/168/21/PL** – Appeal upheld and planning permission given. APC will continue to fight this decision and have asked if ADC intend to go to Judicial Review, like Adur and Worthing did on Goring Gap.

**A/268/21/PL – Volvo Car Show Room** – Approved.

**A/270/21/OUT – Land off Arundel Road** – See Chairs report re meeting held.

- 2) **Mayflower Park Lighting** – This has now been completed and in full working order.
- 3) **Mayflower Park/Parsons Close entrance** – An urgent request is still being looked at with regards to Crayfern fixing the issues along this path due to health and safety concerns.
- 4) **Conservation Area Expansion** – Work continues with Martyn White from ADC.
- 5) **Dappers Lane TRO** – Work is now complete on this area.
- 6) **Fletchers Field Play Area** – work continues, together with Cllr. Andy Cooper, to get this play area refurbished. Items have now been removed from this ADC owned play area.
- 7) **Community Centre Fire Doors** – a quote has been approved and a date is being set for the work to fix the concern raised on the risk assessment. After a recent meeting with the centre manager options are being looked into for the janitors cupboard.
- 8) **GDPR** – A catch up session and information regarding the use of Mail Chimp for sending out correspondence. Training for all councillors is needed again – Sam is working on a suitable date for everyone.
- 9) **Village Green** – after being advised of the stone of the green saying that APC own and maintain the area Tracy has looked into formally registering the green as belonging to the APC. A quote has been received from Surrey Hills Solicitors and a paper will come to next months meeting.
- 10) **Ian Davison** – I confirm that Ian Davison from Surrey Hills Solicitors has retired and contact has been made with our new solicitor Kate Jackson.
- 11) **Incursions** – A meeting is being set to meet with parishes and agencies involved. Date to be confirmed.

- 12) **Southern Rail Community Improvement Grant** – an application was submitted in order to improve the Mayflower pond and surrounding areas. This will include work in the pond to enhance it and improve the ecology of the area, along with benches around the area to allow for those using the park to sit, chat and enjoy the improved area. This is especially important as the park is used as a walking route to the station.
- 13) **Village Trail** – This is now live and is being advertised around the village.
- 14) **Flint Wall, High Street** – After reporting this several times to WSCC repair work has been completed on the flint wall up the High Street.
- 15) **Lloyd Goring Garden** – The lease has now been signed between us and ADC. Councillors will attend the site and confirm plan of action in the coming months.
- 16) **Flicks on the Pitch** – The event went very well at the weekend and was deemed a success. APC were very proud to be able to be part of this joint venture with Worthing Rugby Club.



# Chairs Report August 2022

## Agenda Item 6

I feel that for the last month, I have been stuck in the failing planning system.

1. I represented the Parish Council and residents at the appeal on A/168/21 for 76 houses south of A259 being proposed by Redrow. Whilst I, Cllr. Cooper and residents presented the reality of building on the agricultural site that is part of the strategic gap between settlements, the fact that Arun only had one expert witness, against Redrow's 4 or 5, didn't feel hopeful. This has come to bear with the Inspector ruling in Redrows favour for development, in under a month. We won't let it drop, we have sent a press release out and are calling on Arun to consider other options, particularly in light of the successful Judicial Review Worthing Council has won against Persimmons plans for 425 houses at Chatsmore Farm.
2. The Appeal by McCarthy Stone against the refusal on the Chandlers site, was upheld. I along with the majority of the residents want the eyesore in the village centre gone, however we can't allow developers to provide another inappropriate building adjacent to the conservation area. The Inspector made it clear what needs to be provided. We will therefore work with any developer that comes forward including McCarthy Stone to ensure that it is the best fit. In the meantime we will call upon The One Group, that still own the site, to take some responsibility in making the area look better, they are still operating in Angmering on the new Chandlers site on the A259, therefore should feel some social responsibility.
3. And then the upcoming appeal for A/129/21/PL Rustington Golf Centre. There seems to be a wave of support from the community to demonstrate the strong feeling that this site is not appropriate for 191 houses. We need to collectively as a Parish Council show our objection by attendance at the Appeal. However, ADC seem determined to make this difficult by moving the venue to Bognor Regis. We are making representations to ask that this is changed back to Littlehampton, we must ensure that bureaucracy doesn't block democracy.
4. The Clerk and I met with ADC Officers and Cllr. Cooper, to establish the progress on the Palmer Road Sports Hub. Much of the preparatory work has been completed, and it is now down to the planning applications on the housing being agreed. The Officers were awaiting further plans from Redrow.

I certainly didn't become a Councillor to undertake so much planning work, however Angmering deserves better, we have taken a large amount of housing numbers for Arun on the sites already planned, we need to support and encourage individuals to have their voices heard.

On a lighter note I attended Flicks on the Pitch Greatest Showman screening, a lovely evening and a well delivered event for the village.



Angmering Parish Community Action Plan 2022/23											
Area of focus	Aim	Objective	Action	Budget	Precept or Grant	Who is responsible	Completion Date	Updates	RAG	PRIORITY	
<b>CLEW</b>											
New Residents/Promoting what Angmering has to offer	To increase the knowledge people have to being part of Angmering Parish.	To ensure that all residents are aware of which parish they reside in.	To request all Estate Agents market properties correctly. Discussion with ADC regarding postcode/electoral role.	Nil	NA	Alison Reigate	2022/23	Emailed ADC regarding changes to the electoral roll. Volunteer needed to go into Estate Agents.			
New Residents/Promoting what Angmering has to offer	To let people know what Angmering has to offer. Highlight areas of interest, promote what Angmering has to offer, visibility of local charities, services and events in the area. Highlight sports etc	To ensure new residents are made aware of what Angmering has to offer.	To produce a Welcome Pack for all new residents paper & electronic. For new residents and developments	£1,000.00	Precept/Grant	Matt Want/Tracy Lees/Katie Herr	2022/23	Grant funding for £2,500 from ADC. Just waiting for a few more photos			
Residents Voice	To ensure that all residents are encouraged to have a voice in the village	To increase the number of under 25's participating in changes to the village	Hold forums to gain children & young peoples views	£200.00	Precept	Nikki Hamilton-Street/Matt Want/Alison Reigate	2022/23	Write to heads and speak to the children on their councils in the new school year. NHS.			
Residents Voice		To host regular "Meet the Councillor" events	Establish online and face to face around the Parish	Nil	NA	Rhys Evans/Matt Want	2022/23	Proved a popular event in the recent community survey. Alison Reigate has spoken to several groups about what APC do. Poppy Club and Horticultural Group. Still to go - WI			
Volunteer Opportunities and Community Schemes	To develop an overarching "Friends of Angmering" to include all voluntary sector organisations	To share ideas, resources and develop a coordinated approach	Arrange meet ups 2-3 times per year.	£200.00	Precept	Sam Fraser/Alison Reigate	2022/2023	AR to go round at Angmering Revealed to see who is interested in and arrange. Angmering Groups Networking			
Volunteer Opportunities and Community Schemes	To establish Community Garden in Angmering	Turn Lloyd Goring Close Allotments into a Happiness Garden.	Liaise with ADC about leasing and clearing the land. Then councillors/volunteers to create the garden.	£5,200.00	Precept	Katie Herr/Nikki Hamilton-Street/Alison Reigate	2022/2023	Waiting for lease to be confirmed from ADC. Clearance of the land has been completed.			
Volunteer Opportunities and Community Schemes	To establish Men in Sheds and investigate the potential of a "Repair Café"	To explore potential to support a project within Angmering	To plan project. To recruit interested residents. To identify a site. To identify funding	Nil	Grant	Alan Evans	2022/2023	Talks are ongoing with ACC			
Wellbeing	To ensure that residents & dogs have access to water whist out exercising	To provide Water Fountains in the Village Square and or Mayflower Park	To work with partners and known businesses to provide	Nil	Precept/Sponsorship	Tracy Lees	2022/2023	Purchased by APC, installed FOC by Southcoast Drains.			
Wellbeing	Maintain vegetation/flower beds/troughs etc in the village	Add a tap on the green to aid with watering of village flowers etc	To work with partners and known businesses to provide	Nil	Grants/Sponsorship	Tracy Lees	2022/2023	Purchased by APC, installed FOC by Southcoast Drains.			
Wellbeing	To assist Honey Lane Residents Association repair Honey Lane	To improve the state of Honey Lane	Work with WSCC and SDNP to secure funding for the repairs. Funding from APC maybe needed	Nil	Reserves	Katie Herr/ Nikki Hamilton-Street	2022/2023	KH working with HLRA and SDNP regarding funding. Waiting on WSCC email from Cllr for Highways.			
Wellbeing	To provide mental health services not currently available in the village	To aim this service at the youth in the village.	Liaise with service providers and fund the creation of a Listening Service	£4,000.00	Precept/Grant	Katie Herr/Nikki Hamilton-Street/Tara Gambling	2022/2023	1st meeting held with Arun Churches, full proposal is on hold.			
Wellbeing	To bring people together and reduce loneliness	To improve the wellbeing of Angmering residents by increasing their interaction	Investigate coffee mornings in the village with the aim of creating a monthly event	£1,300.00	Precept	Sam Fraser/Tracy Lees/Norma Harris	2022/2023	Investigation completed into coffee mornings in the area.			
Mayflower Park	To establish Mayflower Park as a go to destination in Angmering	To redevelop Mayflower Park in partnership with the community and partners	To establish a Working Group and develop a deliverable plan	N/A	Precept & Grants	Working Group of councillors and residents	2022/2023				
Mayflower Park		To make travelling through Mayflower Park a safer experience for all	To secure funding for providing lighting on the north/south path	£12,584.00	Grant	Katie Herr/Nikki Hamilton-Street/John Oldfield	2022/2023	Grant funding awarded from Safer Streets. Due to be fitted end of June 2022			
Mayflower Park		To undertake work on trees & shrubs on boundaries to create a safer environment	To work with Parish Volunteers to raise the bases of trees & shrubs		N/A	Precept & Grants	Roy Squires/Alan Evans	2022/23	Emailed youth offending team at WSCC.		
Mayflower Park		To create a café & community space	To create a business plan to seek additional funding to deliver the concept		Earmarked Reserves	Precept/Grants/Earmarked Reserves/Sponsorship	Office/Rhys Evans	2022/23			

Mayflower Park		To ensure Mayflower Park is attractive to and home of wildlife by putting in place an environment that attracts wildlife	Create planting to attract wildlife. Establish bat & bird boxes in the new trees if possible.	£500.00	Precept & Grants	Sam Fraser/David Marsh	2022/23	Queens Green Canopy Trees all planted in Mayflower Park. Most have been vandalised.		
Mayflower Park		To support increased participation in positive activities for young people	To gain quotes for multi use court, and work with interested young people to deliver	Earmarked Reserves	Precept & Grants	Tracy Lees/Rhys Evans	2022/23	Summer Activities Sessions in August and the Skate Jam		
Mayflower Park		To develop the area around the SUD to create a pond for wildlife	To look into what can be done but also maintain the function of the SUD	N/A	Precept & Grants	Tracy Lees/David Marsh	2022/23	Quotes received for maintenance.		
Mayflower Park	To increase the number of residents taking part in cycling	To maintain BMX Track and increase use	Develop links with Angmering Cycle Club	£1,500.00	Precept	Tara Gambling/Alan Evans/Lee Hamilton-Street	2022/23	LHS met with Angmering Cycling Club and they were unable to assist with anything relating to the BMX Track		
Palmer Road Recreation Ground	To support the development of the area	To ensure that the new Sports Hub is delivered and offers high quality facilities for Angmering	To work with ADC to ensure that the project is delivered	NA	S106 funding	Katie Herr/Matt Want	2022/23	Meeting 22/07/2022 with ADC		
Tree Policy	To increase the number of trees in Angmering	To promote tree planting on Parish Council Land and residents & landowners	Identify land for planting Identify funding and tree planting packages. Identify partners	NA	Grant Funding	David Marsh/Paul Bicknell	2022/23	Queens Jubilee Trees applied for and planted.		
Village Centre	To increase the amount of time residents/visitors spend in the village.	Provide a much needed facility for the comfort of all who visit the village	Investigate options of where the toilets could be sited.	NA	S106/Grant Funding	Katie Herr	2022/23	Already ruled out several locations. Currently working on space outside SW building.		
Art/Working with local schools	Create a joint art project with The Angmering School	To visually enhance and improve areas of Angmering and show the art skills of students currently at The Angmering School	Set up a project to create art to run the length of the path from Parson Close into Mayflower Park	NA	Grant Funding	Nikki Hamilton-Street	2022/23			
Russet Play Area	To enhance the play options for users of play parks in Angmering	To have a fully accessible play area for use by all ages and abilities.	Consultation and ultimately refurbishment of Russett Play Area.	NA	Precept/Reserves /Grant Funding	CLEW Committee/Katie Herr/Tracy Lees	2023/2024	TL and NHS to meet to discuss tender process etc.		
<b>Planning and Infrastructure</b>										
Traffic	To address the traffic issues in Weavers Hill/High Street/Water Lane and other locations as identified on the Community Survey 2021	To make these roads safer for all users.	After survey results pursue the installation of Speed Indicator Devices that can be moved between locations	£6,000.00	Precept	PI Committee/Katie Herr	2022/23	SID's costings being investigated and contact made with officer at WSCC		
Dappers Lane	Maintain the rural charm of the lane whilst improving users safety	Make the lane safe to use for all by working with West Sussex County Council.	Work to reroute the Compass Bus and make the land NO ENTRY for any vehicle from the north - subject to community agreement.	NA	NA	Sylvia Verrinder/Paul Bicknell/DLWG	2022/23	TRO applied for and confirmed. Work to be done by August 2022.		
Dappers Lane	Maintain the rural charm of the lane whilst improving users safety	Make the lane safe to use for all by working with West Sussex County Council and local developers	Liaise with WSCC and local developers to add in an ANPR camera to stop illegal use of the north entrance onto Dappers Lane	NA	S106 funding/developer funding	PI Committee/Katie Herr	2022/23	Sadly WSCC are not pursuing this idea due to monitoring issues.		
Cycling	To ensure that there are safe cycle routes throughout the parish to encourage people out of their cars	To identify possible cycle routes & paths and create a masterplan.	Establish a working group to create plan	NA	NA	John Oldfield / PI Committee	2022/23	In talks with WSCC re the path through Mayflower Park and making it dual use. Issue with width of path		
Bramely Green Cycle Lane	To ensure cyclists are safe and accidents on the lane are reduced	Make the cycle lane safe for use	Work with WSCC (owners) to address the state of the path and ensure a resolution is achieved	NA	WSCC funding	PI Committee/Office	2022/23	Work has been completed		
Highways	To improve the safety of pedestrians in Angmering	Work with ADC/WSCC to ensure the Chandlers development includes work on crossing at the bottom of High Street	Ensure the following action is achieved by ADC/WSCC as part of the Chandlers development. Two formalised crossings are proposed, one on Water Lane outside Eachways and one on High Street. Both can be seen on drawing no: 034.0125.013 and 034.0125.012. As well as the widening of the footway and extension of the footway leading round on to High Street.	NA	NA	PI Committee	Unknown as yet	The application the request has been made on has been refused. Monitor and insure it is added to any subsequent applications.		
Conservation Area	To ensure the conservation area in Angmering is maintained and expanded.	To identify possible areas for expansion that fit with the criteria.	Create a group of councillors and residents and explore the possibility of expanding the area.	NA	NA	Sylvia Verrinder	2022/2023	Draft update given to ADC		
<b>Office</b>										
Councillors	To support Councillors to deliver the best possible service to residents	To undertake a review of Councillor IT	To produce a business plan with recommendations and add to earmarked reserves yearly	£2,000.00	Precept	Katie Herr/Lee Hamilton-Street	2022/23	New iPads purchased and supplied to councillors.		

Parish Office	To have a Parish Office that is fit for purpose, and puts the Council in a strong position for 15/20+ years	To seek to identify possible sites for the APC Office and undertake feasibility studies	To produce a Business Plan of possibilities for Councillors to consider	NA	Assests & Reserves	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2022/23	Work ongoing regarding the ACC building.		
Parish Office		To consider any new Parish Office as a Community Hub to enable residents to seek advice and information from other partners	To undertake work to add to Business Plan	NA		Katie Herr/Nikki Hamilton-Street/Tracy Lees	2022/23			
Parish Office		To look to move to a new site by 2023/2024	Investigate options, including extending community centre.	£4,750.00	Precept	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2022/23	£4750 from 2021/2022 earmarked for future funding		
Parish Office		Look at increasing the offices appeal to the public. Include refreshment facilities, IT, public toilets etc	Investigate options	NA	Assests & Reserves	Katie Herr/Nikki Hamilton-Street/Tracy Lees	2022/23			
Parish Office	To continue to raise the standards of the Parish Council and strive for improvement	To go for Local Council Award Scheme status	Create a spreadsheet with what needs to be achieved, what is already being achieved and what there is to do to reach the first milestone.	£500.00	Precept	Tracy Lees	2022/23			
Council Vehicle	Reduce emmissions and potentially cost	Have an electric van for use around the village	Look into funding for electric vehicles	£3,000.00	Precept	Tracy Lees	2022/23	£3,000 from 2021/22 budget to be earmarked/ringfenced for this project. Same in this years budget.		

KEY  
RAG  
Priority

Started	On Hold	Completed
By Summer	By Autumn	By Winter



## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

E-mail: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

# **SUPPORTING PAPER**

## **ANGMERING PARISH COUNCIL MEETING**

### **MONDAY 8 AUGUST 2022**

#### **AGENDA ITEM 11 – PARISH ASSEMBLY GOING FORWARD**

The purpose of this supporting paper is to start a conversation on what form the Parish Assembly should take going forward. The conversation needs to take place as questions have been raised as to the format of this event and the lack of attendance at the 2022 Assembly were only 19 members of the public attended.

To help the conversation here is a summary of the feedback received after the event took place in May 2022.

#### **Feedback Received**

- No one knew it was taking place
- Car park was taken up by the stall holders, need to reserve a parking space for the speaker and photographer
- Have an official greater on the door (would also use the counter to monitor numbers, this was done for the last event)
- Consider changing the name of the event as it doesn't inspire attendance
- Involve the schools more, what could they do?
- Give out bottles of water
- Advertising: Place an advert on the works van
- Advertising: Design an invitation to be hand delivered to each household, separate from the All About Angmering magazine
- Speaker went on too long, do not have a speaker going forward

**Suggests on alternative formats to start the conversation:**

1. Awards based event: After the official business is concluded an award ceremony takes place. This would be for Youth Awards, Volunteer and Young of the Year and the Fred Rowley Award.
2. Basic Official Meeting: Do no more than is required, it would run like a normal full parish meeting in the King Suite.
3. Continue with the current format but try and engage/encourage more attendance.
4. Question Time: Canvas the village for issues then depending on the feedback invite two key speakers to answer questions on stage in a Question Time style TV set up.

**Decision Needed**

To agree a way forward for this event.



## Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

Telephone/Answerphone 01903 772124

E-mail: [admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

# SUPPORTING PAPER

## ANGMERING PARISH COUNCIL MEETING

### MONDAY 8 AUGUST 2022

#### AGENDA 12 – LOCAL COUNCIL AWARD SCHEME

The Governance and Oversight Committee have, over the last few months been working with the office to go through the criteria and work towards achieving the required standard for the Foundation Award. <https://www.nalc.gov.uk/our-work/local-council-award-scheme>

The Clerk and the Office Manager have worked hard in order to update/create policies and to collate the links and information regarding the requirements of the criteria below

#### Criteria – Attached full criteria

- 1 Criteria demonstrating good governance in managing the business and finances of a council
- 2 Criteria representing a council's role in the community and how it engages with the community
- 3 Criteria representing council improvement through the management and development of staff and councillors

#### Timescales

##### September 2022 round:

Task	Deadline
Deadline for LCAS applications	9 September 2022 (4pm)
Deadline for NALC to provide triage feedback to councils	30 September 2022
Deadline for councils to respond to triage feedback	14 October 2022
Deadline for applications to be sent to panel	28 October 2022
Deadline to announce results	9 December 2022

**Decision needed.**

- Decision - The Council confirms by resolution that all documentation and information is in place for a specified award.

**Next Steps**

- Next Step - Register for the scheme at a cost of £50.
- Next Step - Send off the completed documentation by the dates below.

<p><b>The Council confirms by resolution that all documentation and information is in place for a specified award</b></p>	<p>Does the council meet this requirement?</p> <p><b>TBC</b></p>	<p>Hyperlink to council resolution:</p> <p><b>TBC</b></p>
<p><b>Criteria</b></p>	<p>Do you meet these criteria?</p>	<p>Where are these published online?</p>
<p>1 Its standing orders</p>		<p><a href="https://www.angmering-pc.gov.uk/parish-council/policies-procedures">https://www.angmering-pc.gov.uk/parish-council/policies-procedures</a> <b>6<sup>th</sup> item in the list</b></p>
<p>2 Its financial regulations</p>		<p><a href="https://www.angmering-pc.gov.uk/parish-council/policies-procedures">https://www.angmering-pc.gov.uk/parish-council/policies-procedures</a> <b>7<sup>th</sup> item in the list</b></p>
<p>3 Its Code of Conduct and a link to councillors' registers of interests</p>		<p><b>Code of Conduct</b> <a href="https://www.angmering-pc.gov.uk/parish-council/policies-procedures">https://www.angmering-pc.gov.uk/parish-council/policies-procedures</a> <b>1<sup>st</sup> item in the list</b></p> <p><b>Registers of Interest</b> <a href="https://www.arun.gov.uk/download.cfm?doc=docm93jijm4n18489.pdf&amp;ver=19757">https://www.arun.gov.uk/download.cfm?doc=docm93jijm4n18489.pdf&amp;ver=19757</a></p>
<p>4 Its publication scheme</p>		<p><a href="https://www.angmering-pc.gov.uk/parish-council/policies-procedures">https://www.angmering-pc.gov.uk/parish-council/policies-procedures</a> <b>4<sup>th</sup> item in the list</b></p>
<p>5 Its last annual return</p>		<p><a href="https://www.angmering-pc.gov.uk/parish-council/annual-returns">https://www.angmering-pc.gov.uk/parish-council/annual-returns</a> <b>8<sup>th</sup> item in the list</b> 2020/2021 latest version.</p>



		Waiting for sign off from external auditors for 2021/2022
6	Transparent information about council payments	<a href="https://www.angmering-pc.gov.uk/parish-council/receipts-and-payments-2022-23">https://www.angmering-pc.gov.uk/parish-council/receipts-and-payments-2022-23</a>
7	A calendar of all meetings including the annual meeting of electors	<a href="https://www.angmering-pc.gov.uk/calendar">https://www.angmering-pc.gov.uk/calendar</a>
8	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	<a href="https://www.angmering-pc.gov.uk/meetings">https://www.angmering-pc.gov.uk/meetings</a> Click on the meeting of your choice on the right hand side. Select "Past Meetings"
9	Current agendas	<a href="https://www.angmering-pc.gov.uk/meetings">https://www.angmering-pc.gov.uk/meetings</a> Click on the meeting of your choice on the right hand side. Select "Upcoming Meetings"
10	The budget and precept information for the current or next financial year	<a href="https://www.angmering-pc.gov.uk/parish-council/budget">https://www.angmering-pc.gov.uk/parish-council/budget</a> <b>7<sup>th</sup> item on the list</b>
11	Its complaints procedure	<a href="https://www.angmering-pc.gov.uk/parish-council/policies-procedures">https://www.angmering-pc.gov.uk/parish-council/policies-procedures</a> <b>3rd item in the list</b>
12	Its accessibility statement	<a href="https://www.angmering-pc.gov.uk/accessibility">https://www.angmering-pc.gov.uk/accessibility</a>
13	Its privacy notice	<a href="https://www.angmering-pc.gov.uk/privacy">https://www.angmering-pc.gov.uk/privacy</a>
14	Council contact details and councillor information in line with the Transparency Code	<a href="https://www.angmering-pc.gov.uk/parish-council/councillors">https://www.angmering-pc.gov.uk/parish-council/councillors</a>
15	Its action plan for the current year	

		Attached Documentation – “15. Annual Plan 2022-2023”
16 Evidence of consulting the community		<p>Community Survey 2021/2022  <a href="https://www.facebook.com/AngmeringPC/photos/pb.100063650477316.-2207520000../1065496423897454/?type=3">https://www.facebook.com/AngmeringPC/photos/pb.100063650477316.-2207520000../1065496423897454/?type=3</a></p> <p>Traffic Survey  <a href="https://www.angmering-pc.gov.uk/news/entry/weavers-hill-high-street-and-water-lane-traffic-survey">https://www.angmering-pc.gov.uk/news/entry/weavers-hill-high-street-and-water-lane-traffic-survey</a></p> <p>Community Survey 2022/2023 Budget  <a href="https://www.facebook.com/AngmeringPC/photos/pb.100063650477316.-2207520000../1309614816152279/?type=3">https://www.facebook.com/AngmeringPC/photos/pb.100063650477316.-2207520000../1309614816152279/?type=3</a></p> <p>Youth Engagement  <a href="https://www.facebook.com/AngmeringPC/photos/pb.100063650477316.-2207520000../1282844202162674/?type=3">https://www.facebook.com/AngmeringPC/photos/pb.100063650477316.-2207520000../1282844202162674/?type=3</a></p>
17 Publicity advertising council activities		<p><a href="https://www.allaboutmagazines.co.uk/magazines/2022-06/angmering/40/index.html">https://www.allaboutmagazines.co.uk/magazines/2022-06/angmering/40/index.html</a></p> <p><a href="https://www.allaboutmagazines.co.uk/magazines/2022-05/angmering/44/index.html">https://www.allaboutmagazines.co.uk/magazines/2022-05/angmering/44/index.html</a></p> <p><a href="https://www.allaboutmagazines.co.uk/magazines/2022-04/angmering/44/index.html">https://www.allaboutmagazines.co.uk/magazines/2022-04/angmering/44/index.html</a></p> <p><a href="https://www.allaboutmagazines.co.uk/magazines/2022-02/angmering/40/index.html">https://www.allaboutmagazines.co.uk/magazines/2022-02/angmering/40/index.html</a></p>

18 Evidence of participating in town and country planning		<a href="https://www.angmering-pc.gov.uk/meetings/committee/planning-and-infrastructure-committee/archive">https://www.angmering-pc.gov.uk/meetings/committee/planning-and-infrastructure-committee/archive</a> Link to Planning and Infrastructure minutes where comments are made on planning applications.
---	--	--

<b>The Council confirms by resolution that all documentation and information is in place for a specified award</b>	Does the council meet this requirement?	Hyperlink to council resolution:
<b>Criteria</b>	Do you meet these criteria?	Where are these published? Can they be provided electronically?
19 A risk management scheme		Attached Documentation <b>"19. Risk Registers"</b>
20 A register of assets		<a href="https://www.angmering-pc.gov.uk/parish-council/policies-procedures">https://www.angmering-pc.gov.uk/parish-council/policies-procedures</a> <b>8<sup>th</sup> item in the list</b>
21 Contracts for all members of staff		Attached Documentation <b>"Redacted Staff Contracts"</b>
22 Up-to-date insurance policies that mitigate risks to public money		Attached Documentation <b>"22. Insurance Policies"</b>
23 Disciplinary and grievance procedures		Attached Documentation <b>"23. Disciplinary &amp; Grievance Procedures"</b>
24 A policy for training and training and development of and councillors		Attached Documentation <b>"24. Training Policy"</b>
25 A record of all training undertaken by staff and councillors in the last year		Attached Documentation <b>"25a. Training Records - Staff 25b. Training Records – Councillors"</b>
26 A clerk who has achieved 12 CPD points in the last year		Attached Documentation <b>"26. Proof of Clerks 12 CPD Points"</b>



# Financial Risk Assessment

## Financial Risk Assessment

Risk	S	L	Level	Controls in place
Banking Account Errors/going overdrawn	1	2	2	All council bank accounts are reconciled every month in accordance with the Financial Regulations Monthly reconciliations are subsequently signed off by a different councillor each month. Bank statements accessible online to check receipt of payments
Risk of consequential loss of income	5	1	5	Insurance cover in place for insurable risks, including business interruption New asset purchases added to insurable risks at earliest opportunity Full asset registered reviewed at least annually to ensure sufficient insurance cover in place Bank account general reserves to be increased over time to approximately 50% of the precept Financial performance of all activity reviewed monthly to enable issues to be speedily addressed All electronic records backed-up every night Precept paid in two installments by the District Council
Loss of cash through theft or dishonesty	1	1	1	Petty cash spending agreed in advance by RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced monthly

Risk	S	L	Level	Controls in place
Financial controls and records not in place	1	1	1	Internal audit completed twice per annum in addition to annual external audit Internal audit reports presented to the next available Parish meeting, along with an action plan detailing how the auditor's recommendations have been acted upon All electronic financial records are backed up off site every evening Tenders and/or quotes for works are secured in accordance with Financial Regulations All financial records stored and saved in accordance with the council's Document Retention Policy Financial Risk Assessment to be reviewed by Governance Committee
Failure to comply with HMRC VAT Regulations	2	1	2	VAT payments and reclaims processed Advice notes from HMRC followed at all times, using external expert advice where necessary Internal auditor reviews VAT as part of the twice yearly checks VAT reconciled monthly and claimed quarterly via online HMRC RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019

Risk	S	L	Level	Controls in place
Failure to produce a sound budget to support annual precept	4	1	4	Previous year's budget and income and expenditure to date used to draft next year's budget Earmarked and general reserves reviewed as part of budget setting process Developing a council business plan will further inform longer term financial aspirations RFO prepares draft budget for review by Governance Committee Budget proposal discussed and agreed by Governance Committee as a recommendation to Full Council Full Council approve budget and agree precept to meet response deadlines set by District Council Expenditure against budget reported to relevant committees at every meeting

Risk	S	L	Level	Controls in place
Failure to comply with borrowing restrictions	3	1	3	Any new Public Works Loan Board (PWL) borrowing to be approved by Full Council after assessment of the business case Support with application process available through WSALC if required

Risk	S	L	Level	Controls in place
Loss of interest from investments	2	1	2	Investment Policy - reviewed annually Statements regularly reviewed

Risk Rating Guide		
Severity (S)	Likelihood of harm occurring (L)	Risk rating = L x S
1 = Negligible	1 = Very low	0 - 4 = Insignificant risk
2 = Minor	2 = Very unlikely	5 - 9 = Low risk
3 = Moderate	3 = Unlikely	10 - 15 = Medium risk
4 = Major	4 = Likely	16 + = High risk
5 = Catastrophic	5 = Very likely	
Risk Assessment Completed		27-07-2022
Take to Full Council		08-08-2022
Next Review by Governance & Oversight		02-11-2022



## General Council Risks

### General Council Risks - Operational, Financial, Legal and Reputational.

Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Park Improvements	Public consultation, lack of uptake	3	3	9	Advertise in All About Angmering and on noticeboards. Use social media to advertise any consultation on a regular basis - perhaps a paid advert.	2	2	4
Mayflower Park Improvements	Funds	4	3	12	Ensure correct procedure followed when assigning contractors. Stick to budget allowed. Source external funding/grants.	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Neighbourhood Plan	Volunteers lose interest	3	4	12	Employ AIRS to guide and keep on track.	2	3	6
Neighbourhood Plan	Delays caused by updating Arun Local Plan	4	5	20	Keep an eye on updates coming through involving the ADC Local Plan, maintain the use of the current Neighbourhood Plan and keep up to date with NHP processes.	3	3	9
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
ASRA Sports Pavilion	Current State of Repair	4	4	16	Verrander and Carpark repaired.	2	2	4
ASRA Sports Pavilion	Lease with ADC	3	3	9	Close relationship with solicitor to deal with lease with ADC	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Office space	DSE for home work stations - during office closure	4	3	12	All staff to complete DSE paperwork and actions resulting from it completed in a timely manor.	2	2	4
Office Space	Available space	3	4	12	Look into alternative accommodation for the office staff within the village- this will allow more interaction and benefit residents.	2	2	4
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Way Ownership	Responsibilities regarding the road	3	3	9	Information is on file as to what responsibilities other landowners have over the lane. Land registry information saved.	1	3	3
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Community Land Trust Housing	Rising legal costs for changing of the deed. Change in house tenure.	3	4	12	Funds paid over to solicitors and have recouped from ACLT	2	2	4
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Legal Updates	Legal updates that effect the council	3	3	9	All legal updates regarding the council are sent through via email from SALCC	3	1	3
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Documentation Updates/Amendments	Council documents being out of date	2	3	6	List of documents and renew dates now kept	1	2	2
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Staffing	Staff member leaves	3	3	9	Cross training across the office	2	3	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Community Centre	Management and day to day running of the centre	4	3	16	Monitoring of processes, procedures and structure.	4	2	8
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Social Media	Facebook - Councillor Use	3	3	9	Councillors are advised regarding political views on FB etc	3	2	6
Social Media	Facebook - Councillor personal posts	3	3	9	Councillors are asked to seek advice from the Clerk re posts regarding Angmering/APC on their own page.	2	2	4
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Losing councillors from the Parish Council	Losing skills and knowledge from the council due to councillors leaving/retiring	4	4	16	Formulate a plan to recruit councillors with the required skills such as planning and legal knowledge.	3	3	9
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Boundary Changes	Reduction in size of parish, also incurs drop in precept	4	3	12	Increase engagement in all areas and keep abreast of any possible changes/amendments	4	2	8
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Council owned land	Unwanted incursions onto Parish Council owned land	4	3	12	Mayflower Park - Boulders placed around the site and entrances to minimise areas of entry. Bund added along open side of park. Boulders at the southern entrance/exit are being requested to be put back by WSCC and other preventative measures requested from them on their land. The SUD is natural defence due to its steep sides. Building relationships with the Police and officers at ADC and WSCC. Using intel received from these agencies.	4	2	8
Council owned land	Unwanted incursions onto Parish Council owned land	4	4	16	Community Centre Green Space - Dragons teeth around the green are inspected regularly and replaced when needed. Totally overlooked by houses. Building relationships with the Police and officers at ADC and WSCC. Using intel received from these agencies.	4	3	12

#### Risk Rating Guide

##### Severity (S)

1 = Negligible  
2 = Minor  
3 = Moderate  
4 Major  
5 = Catastrophic

##### Likelihood of harm occurring (L)

1 - Very low  
2 = Very unlikely  
3 = Unlikely  
4 = Likely  
5 = Very likely

##### Risk rating = L x S

0 - 4 = Insignificant  
5 - 9 = Low risk  
10 - 15 = High risk  
16+ = High risk

Risk Assessment Completed	27-07-22
Take to Full Council	08-08-22
Next Review at Governance and	02-11-22



---

# **ANGMERING PARISH COUNCIL INFORMATION SECURITY INCIDENT POLICY 2022**

---

**ANGMERING PARISH COUNCIL**  
**Authored by: Katie Herr/Tracy Lees**  
**Date Updated: July 2022**  
**Version: 1**

---

# Contents

SECTION IN POLICY	PAGE
1 Purpose	2
2 Scope	2
3 Definition	2
4 An Information Security Incident Includes	2
5 When to Report	3
6 Action on becoming aware of the incident	3
7 Containment and recovery	4
8 Investigation and Risk Assessment	4
9 Notification	5
10 Evaluation and Response	6
11 Examples of Information Security / Misuse Incident Protocols	7
Risk/Level of Risk	10

## 1 Purpose

1.1 This document defines an Information Security Incident and the procedure to report an incident.

## 2 Scope

2.1 This document applies to all Councillors, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Parish Council purposes.

## 3 Definition

3.1 An information security incident occurs when data or information is transferred or is at risk of being transferred to somebody who is not entitled to receive it, or data is at risk from corruption.

## 4 An Information Security Incident includes:

- The loss or theft of data or information
- The transfer of data or information to those who are not entitled to receive that information

- 
- Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system
  - Changes to information or data or system hardware, firmware, or software characteristics without the council's knowledge, instruction, or consent
  - Unwanted disruption or denial of service to a system
  - The unauthorised use of a system for the processing or storage of data by any person.

## **5 When to report**

5.1 All events that result in the actual or potential loss of data, breaches of confidentiality, unauthorised access or changes to systems should be reported as soon as they happen. If the breach occurs or is discovered outside of normal working hours, it must be reported as soon as is practicable.

## **6 Action on becoming aware of the incident**

6.1 The Parish Clerk must be contacted by email or telephone.

6.2 The Parish Clerk will require you to supply further information, the nature of which will depend upon the nature of the incident. However, the following information must be supplied:

- full and accurate details of the incident
- when the breach occurred (dates and times)
- who is reporting it
- the nature of the personal data information
- how many individuals are involved

6.3 The outcomes of these actions are to be reported to the Parish Clerk who will notify the Councils designated Data Protection Officer.



---

## 7 Containment and recovery

7.1 The Clerk will first determine if the breach is still occurring. If so, together with the Data Protection Officer and, if appropriate a representative from the IT support company (these 3 persons are known as the Response Team), the appropriate steps will be taken immediately to minimise the effect of the breach.

7.2 An initial assessment will be made by the Response Team to establish the severity of the breach and whether there is anything that can be done to recover any losses and limit the damage of the breach. That group will also establish who may need to be notified as part of the initial containment and will inform the Chairman of the Council and, where appropriate, the police.

## 8 Investigation and Risk Assessment

8.1 An investigation will be undertaken as soon as reasonably possible, but, generally, within 24 hours of the breach being discovered / reported.

The investigation will focus on the cause of the breach, the risks associated with it, and will take into account:

- the type of personal data involved
- its sensitivity
- the protections in place (e.g. encryptions)
- what happened to the data, whether it has been lost or stolen
- whether the data can be put to any illegal or inappropriate use
- the affected individuals, and the potential adverse consequences to them (including how serious/substantial these consequences could be, and the likelihood of occurrence)
- whether there are wider consequences to the breach
- other relevant considerations

---

## 9 Notification

9.1 The Response Team, will determine who needs to be notified of the breach.

9.2 Every incident will be assessed in regards to notification on a case-by case-basis, including consideration of the following:

- are there any legal/contractual notification requirements
- will notification assist the individuals affected – can they take actions in relation to the information to mitigate risks
- will notification help prevent the unauthorised or unlawful use of personal data
- will notification help the Council to meet its obligations under data protection law
- if a large number of individuals are affected or the consequences are very serious, does the ICO need to be notified.
- 9.3 If the Response Team discovers a personal data security breach that poses a risk to the rights and freedoms of individuals, it will report it to the ICO within 72 hours of discovery.
- 9.4 Notification to the individuals whose personal data has been affected by the incident will include a description of how and when the breach occurred and the data involved. To the extent feasible, specific and clear advice will be given on what they can do to protect themselves, including what actions have already been taken to mitigate the risks. Individuals will also be provided with contact details to allow them to contact the Council for further information or to ask questions on what has occurred.
- 9.5 The Response Team must also consider notifying third parties such as the police, insurers, banks or credit card companies, etc. This would be appropriate where illegal activity is known or is believed to have occurred, or where there is a risk that illegal activity might occur in the future.

- 
- 9.6 The Response Team will also consider whether it is appropriate to issue communications to other interested parties.
  - 9.7 All actions will be recorded by the Clerk.

## 10 Evaluation and Response

10.1 Once the initial incident is contained, the Response Team will carry out a full review of the causes of the breach; the effectiveness of the response(s) and whether any changes to systems, policies or procedures are required.

10.2 Existing controls will be reviewed to determine their adequacy, and whether any corrective actions should be taken to minimise the risks of similar incidents occurring.

The review will consider:

- where and how personal data is held, stored and secured
- where the biggest risks lie, including any further potential weak points within the existing systems / data protection framework
- whether methods of transmission are secure, and compliant with the principle of data minimisation (only sharing the minimum amount of data necessary)
- identifying weak points within existing security measures
- staff awareness and training
- implementing a personal data breach plan and identifying individuals / functions responsible for reacting to reported breaches of security

Any report recommending changes to systems, policies and procedures relating to personal data protection will be considered and approved, as appropriate, by the Council.

---

# 11 Examples of Information Security / Misuse Incident Protocols

Information Security Incidents are not limited to this list, which contains examples of some of the most common incidents.

Malicious Incident:

- Computer infected by a Virus or other malware, (for example spyware or adware)
- An unauthorised person changing data
- Receiving and forwarding chain letters including virus warnings, scam warnings and other emails which encourage the recipient to forward onto others.
- Social engineering - unknown people asking for information which could gain them access to council data (e.g. a password or details of a third party).
- Unauthorised disclosure of information electronically, in paper form or verbally.
- Falsification of records / inappropriate destruction of records
- Denial of Service, for example - damage or interruption to Parish Council equipment or services caused deliberately e.g. computer vandalism
- Connecting non-council equipment to the council network
- Unauthorised Information access or use
- Giving information to someone who should not have access to it - verbally, in writing or electronically
- Printing or copying confidential information and not storing it correctly or confidentially.

---

### Access Violation:

- Disclosure of logins to unauthorised people
- Disclosure of passwords to unauthorised people e.g. writing down your password and leaving it on display
- Accessing systems using someone else's authorisation e.g. someone else's user id and password
- Inappropriately sharing security devices such as access tokens
- Other compromise of user identity e.g. access to network or specific system by unauthorised person
- Allowing unauthorised physical access to secure premises e.g. server room,

### Environmental:

- Loss of integrity of the data within systems and transferred between systems
- Damage caused by natural disasters e.g. fire, flooding, lightning etc
- Deterioration of paper records
- Deterioration of backup tapes
- Introduction of unauthorised or untested software
- Information leakage due to software errors.

### Inappropriate use:

- Accessing inappropriate material on the internet
- Sending inappropriate emails
- Personal use of services and equipment in work time

- 
- Using unlicensed Software
  - Misuse of facilities, e.g. phoning premium line numbers.

#### Theft / loss Incident:

- Theft / loss of data – written or electronically held
- Theft / loss of any Parish Council equipment including computers, monitors, mobile phones, Tablets, Memory sticks, CDs.

#### Accidental Incident:

- Sending an email containing sensitive information to 'all staff' by mistake
- Receiving unsolicited mail of an offensive nature, e.g. containing pornographic, obscene, racist, sexist, grossly offensive or violent material
- Receiving unsolicited mail which requires you to enter personal data.

#### Accidental Incident:

- Sending an email containing sensitive information to 'all staff' by mistake
- Receiving unsolicited mail of an offensive nature, e.g. containing pornographic, obscene, racist, sexist, grossly offensive or violent material
- Receiving unsolicited mail which requires you to enter personal data.

#### Miskeying:

- Receiving unauthorised information
- Sending information to wrong recipient.

---

RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as medium priority and should be assigned a review period of 1 year

Meeting policy was approved at: Full Council

Date: 08/08/2022

Date of next review: August 2023



---

**ANGMERING PARISH  
COUNCIL  
BUSINESS CONTINUITY  
POLICY  
2022**

**ANGMERING PARISH COUNCIL  
Authored by: Katie Herr/Tracy Lees  
Date Updated: July 2022  
Version: 3**



# Contents

SECTION IN POLICY	PAGE
Introduction	2
General Responsibilities	2
Core Business of Angmering Parish Council	3
Potential causes of disruption	4
Important documents to be scanned	11
Contact Lists	11
JNR Computers Business Continuity Plan	12
Risk/Level of Risk	13

## Introduction

Angmering Parish Council has recognised the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the Council. This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within Angmering Parish Council's area of responsibility.

This Plan includes the response to some key risks which have been identified.

The document should be reviewed every 2 years and at every change in personnel, and at this time all previous versions (including electronic copies) should be destroyed or replaced.

Every staff member will hold a telephone number contact list listing numbers of all other staff members for emergency use and individual members are responsible for keeping this up to date.

Training: Selected aspects of the Plan are to be discussed regularly.

## General Responsibilities

The Clerk is responsible for:

- Reviewing the plan at agreed intervals

- Updating the plan as changes occur (e.g. in personnel)
- Distributing the plan to all staff at each update
- Holding a hard-copy and a copy on SharePoint.
- Ensuring that the parishioners, if relevant, receive up to date information regarding the situation by the designated means (see below)
- Liaising with the Arun District Council bodies / services

Councillors:

Responsible for:

- Holding a hard-copy of the plan at work/home and via SharePoint
- Contributing to the plan content
- Initiating response / recovery action as detailed below
- Liaising with the press / media if appropriate

Staff:

Responsible for:

- Contributing to the plan content
- Advising the Clerk of changes to personal circumstances to allow the plan to be updated.
- Dealing with parishioner enquiries.

This plan will be distributed to the Councillors and staff at each update, and contributions or comments will be invited from everyone.

The Clerk and the Councillors as a collective body will be responsible for implementing the plan in the event of a recovery situation.

## **Core Business of Angmering Parish Council**

The Council provides local services to its electorate which includes the provision of:

- Website, notice boards, newsletter information and the use of other social media to communicate important and relevant matters
- Parks and Open Spaces including 7 play areas

- Skate Bowl and BMX Track
- Benches
- Waste bins in the play areas
- Angmering Community Centre
- Christmas trees and lights in the High Street
- War Memorial
- Issuing of grants
- Acting as a statutory consultee on planning applications
- Managing the finances of the Council and using the precept for the benefit of the community
- Liaising with the District and County Councils and other partner organisations on issues that affect the parish

## Potential causes of disruption

### Damage caused by:

- a) Storm, flood and snow
- b) Fire
- c) Terrorism
- d) Civil riots, unrest and vandalism

### Failures to:

- a) Equipment
- b) Public services

### Losses of:

- a) Staff through death, illness or injury or resignation, whilst on or off Council duty
- b) Cllrs by any reason which leaves the Council inquorate

EVENT	MINIMISE	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
<p><b>LOSS OF CLERK</b> Loss of Clerk due to death, sudden/ long term illness, incapacity or resignation</p>	<p>Ensure staffing team are aware of their responsibilities.</p> <p>Ensure rolling program is up to date and all key Chairpersons and Vice-Chairpersons to be informed. Chairperson to Inform Council. Call SALC for a temporary replacement. Seek and employ permanent Clerk. Review procedures to ensure minimal impact from loss.</p> <p>Access to log ins and passwords are available via the IT consultant.</p>	<p>Chairman and Vice-Chairman to be informed. Chairman to Inform Council.</p> <p>Call extraordinary meeting to confirm appointment of temporary cover, recruitment is started as appropriate for event.</p>	<p>Recruit temporary replacement. Seek and employ permanent Clerk.</p>	<p>Review procedures to ensure minimal impact from loss.</p>
<p><b>DEATH OR INJURY</b> Death or serious injury to member of staff whilst carrying out Council duties</p> <p>Prolonged absence or resignation or dismissal of staff.</p>	<p>Having others trained or acquainted with the duties of all members of staff.</p> <p>Written procedures are in place for tasks such as Planning Committee, play area risk assessments, website, agenda and minutes, newsletter, Basic finances.</p>	<p>Clerk to be informed who will report to the Council.</p> <p>Clerk to inform the insurance company.</p> <p>Clerk to inform HSE if necessary.</p>	<p>Seek temporary help.</p> <p>Start recruitment procedures to seek replacement.</p>	<p>Review procedures to ensure improvements.</p>

EVENT	MINIMISE	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
<p><b>COUNCILLORS</b> Loss of Cllrs due to multiple resignations (causing Council to be inquorate).</p>	<p>Co-option of Cllrs who may be in reserve.</p>	<p>Clerk to inform remaining Cllrs and employees of the Council.</p> <p>Clerk to inform the Returning Officer at Arun District Council.</p>	<p>Arun District Council to decide on temporary working strategy for Council business to be maintained followed by the instigation of a by election or co-option procedure</p>	<p>Council to review procedures for recruitment of Cllrs.</p>
<p><b>DOCUMENTATION</b> Loss of Council documents due to fire, flood or other causes.</p>	<p>Scan important documents and store on computer.</p> <p>Provide secure storage of paper documents.</p>	<p>Clerk to inform Council and insurance company if necessary.</p>	<p>Council to discuss at next meeting.</p>	<p>Review procedures to ensure improvements and security.</p>
<p><b>IT &amp; WEBSITE</b> Loss of Council electronic data due to fire, fault or breakdown.</p>	<p>The regular backup is carried out by the IT provider.</p> <p>Full specifications of all IT equipment on the premises including system details and software is held by the IT supplier.</p>	<p>Clerk to inform Council and insurance company if necessary.</p> <p>The IT provider has Angmering Parish Council passwords in a secure place off site and a back-up plan if anything should happen to him.</p>	<p>Instigate use of stored material.</p>	<p>Review procedures to ensure procedures are in place and to research improvements to the system.</p>

EVENT	MINIMISE	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
<p><b>EQUIPMENT</b> Loss of Council equipment due to theft, fault or breakdown.</p>	<p>Back up data to the server.</p> <p>Clerk has Council laptop at her home. Access for all staff via Office 365.</p> <p>Lock up is always locked after use and only office and Groundsman have access.</p> <p>Work van is always locked and tools removed and located in secure lockup.</p>	<p>Report theft to police and insurance company.</p> <p>Decide on immediate replacement/repair for whatever was stolen, faulty or broken down.</p>	<p>Replace in accordance with current financial regulations.</p>	<p>Review procedures to ensure improvements.</p>
<p><b>TELEPHONE SYSTEM</b> Loss of Parish Office phone system.</p> <p>Loss of mobile network.</p>	<p>Maintain phone system and update on a regular basis. Phones supplied by Spike at Wire Wizard on 0844 880 7680.</p> <p>Groundsmans work mobile is not on the same network as his personal mobile.</p>	<p>Contact SCS on 01273 874200 for the fault to be investigated. Account number: SC2083</p> <p>APC Staff to inform Cllrs and employees of the Council.</p>	<p>Update website with current situation, DO NOT give out personal mobile numbers.</p> <p>Office staff can use Groundsmans personal mobile number in order to contact him in an emergency.</p>	<p>Review procedures to ensure improvements.</p>

<p><b>PREMISES</b></p> <p>Damage to Parish office or Lock Up</p>	<p>Maintain adequate insurance cover.</p> <p>Carry out fire risk assessment.</p> <p>Review Resilience Plan regularly.</p> <p>Ensure areas are left tidy at all times.</p> <p>Ensure buildings are locked and secure when exiting.</p>	<p>Clerk to inform insurance company.</p> <p>Ensure building is locked. Set alarms if electricity still available.</p> <p>Office - Post sign on the front door explaining the situation and give contact details (a pre- prepared sign to be ready).</p> <p>Lock up – inform site manager.</p>	<p>Office - Use alternative premises for administrative work or admin team to work from home.</p> <p>Lock up – Stay out of area until confirmed by site manager. Complete other jobs where access to the lockup is not needed.</p> <p>Update website with current situation, regularly.</p>	<p>Review risk assessment.</p>
--	---	--	---	--------------------------------

EVENT	MINIMISE	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
<p><b>STAFF</b> Office not manned due to combinations of sickness, holiday, unable to get to work due to weather conditions or attendance at meetings.</p>	<p>The Clerk and staff to access the SharePoint from home / All staff have laptops that can be taken home.</p> <p>Staff that live locally can walk to work.</p> <p>All staff have contact details for each other.</p> <p>Always check calendar when booking in holiday/meetings.</p>	<p>Clerk to update the website to advise residents that the parish office may be closed.</p> <p>Staff to contact the Clerk if they are unable to get to work.</p> <p>Clerk to advise the Chairman of the situation.</p>	<p>Clerk/staff to carry out tasks from home.</p>	<p>Review procedures to ensure improvements.</p>
<p><b>LOSS OF POWER</b> Loss of electricity within the building.</p>	<p>Regular inspection and testing of all electrical equipment to minimize risk.</p>	<p>Check the main fuse box (located in IT cupboard within the middle office). If not call Electricity Plus Supply Ltd. to report the issue on 0800 783 8866.</p> <p>Call 105 for emergency help and advice.</p> <p>Inform PM Security on 07887 771961 to re-set the alarm when power restored.</p>	<p>All electrical items to be switched off at the socket to prevent damage when the power is restored.</p>	<p>Review procedures to ensure improvements.</p>



EVENT	MINIMISE	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
<b>LOSS OF GAS</b> Loss of gas within the building.	Regular inspection and testing to minimize risk.	Call Gas Plus Supply Limited to report an issue on 0800 111 999.		Review procedures to ensure improvements.
<b>LOSS OF WATER</b> Loss of water supply	If a flood has occurred (e.g. burst pipe) close off effected area.	Clerk to inform insurance company.  The stop valve for the water supply can be found under the sink in the kitchen area.	While the water supply if off, water should be conserved. Toilet flushing should be reduced (disinfectant used rather than flushed where possible). Anti-bacterial soap (which cleans hands without the need for water) should be placed beside all washbasins.  Bottled water should be available for drinking	Review procedures to ensure improvements.

# Important documents to be scanned

Important documents to be scanned and stored in a secure location on the server include, but not limited to:

- Staff contact details
- Staff next of kin details
- External contacts – including the accountants and auditors’ details
- Land registry documents
- Leases/tenancy agreements
- Bank account details

## Contact Lists

### Staff

NAME	MOBILE
Katie Herr (Clerk)	07535 026 068
Tracy Lees (Office Manager)	07976 614 021
Roy Squires (Groundsman)	07824 553 438
Sam Fraser (Administrator)	07830 755 109
Tara Gambling (Administrator)	07791 203 220

### Councilors

NAME	MOBILE
Nikki Hamilton-Street (Chair)	07889 267 757
Alison Reigate (Vice Chair)	07946 346 037
John Oldfield	07850 731 894
Lee Hamilton-Street	07912 022 856
Rhys Evans	07989 740 097

Paul Bicknell	07719 208 048
Norma Harris	07546 842 644
David Marsh	07482 804 848
Sylvia Verrinder	07873 818 811
Alan Evans	07795 575 525
Matthew Want	07732 637 290
Renee Hobson	07841 461 220

## JNR Computers Business Continuity Plan for Angmering Parish Council

Business continuity regarding access to documents, email and other data for day-to-day running of the office and administration is provided through our cloud-based strategy. All documents, email and other data are stored in the cloud, where possible and can be accessed anywhere via the Internet and secured with personal user accounts.

In the event of a severe incident preventing physical access to office computers or such related equipment or Internet failure, access to email, documents and data is provided through Microsoft Exchange, OneDrive and SharePoint and can be securely accessed online.

Financial data is held onsite however, backups are taken at the end of each session and stored in the Office 365 cloud. These can be restored onto a remote computer and accessed through secure logins.

Our phone lines can be temporarily transferred to either a personal mobile or land line so communication can continue.

Microsoft cloud data is dual located in the UK with data centres in the Kent, and Somerset. Microsoft has its own Business Continuity planning and the capability of transferring the data outside of the UK should the need arise.

---

RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	Medium
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **2 years**

Meeting policy was approved at: Full Council

Date: 08/08/2022

Date of next review: August 2024



---

**ANGMERING PARISH  
COUNCIL  
DOCUMENT RETENTION  
SCHEME  
2022**

**ANGMERING PARISH COUNCIL  
Authored by: Tracy Lees  
Date Updated: July 2022  
Version: 2**

---

# Contents

SECTION	PAGE
Introduction	2
Retention of documents for legal purposes	3 - 4
Document retention schedule	4 - 6
Risk/Level of Risk	6

## Introduction

Angmering Parish Council recognises the need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and proceedings.

In agreeing a document retention scheme, Angmering Parish Council has addressed these needs, and taken into account its obligations under the following acts:

- the Local Government Act 1972
- the Audit Commission Act 1998
- the Public Records Act 1958
- the Data Protection Act 1998
- the Employers' Liability (Compulsory Insurance) Regulations 1998
- the Limitation Act 1980, the Employment Rights Act 1996
- the Local Authorities Cemeteries Order 1977
- the Local Government (Records) Act 1962
- the Freedom of Information Act 2000
- the Lord Chancellor's Code of Practice on the Management of Records Code 2002
- the Civil Rights Act 1964
- the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

---

# Retention of documents for legal purposes

Most legal proceedings are governed by the Limitation Act 1980. The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim.

CATEGORY	LIMITATION PERIOD
Negligence (and other torts)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To recover land	12 years
Rent	6 years
Breach of trust	None

Some types of legal proceedings may fall into two or more categories. In these circumstances, the documentation should be kept for the longest of the differing limitation periods.

As there is no limitation period in respect of trusts, the council will never destroy trust deeds and schemes and other similar documentation.

Some limitation periods can be extended. Examples include:

- where individuals first become aware of damage caused at a later date (e.g. in the case of personal injury);
- where damage is latent (e.g. to a building);
- where a person suffers from a mental incapacity;
- where there has been a mistake or where one party has defrauded another or concealed relevant facts.

In such circumstances, the council will weigh up (i) the costs of storing relevant documents and (ii) the risks of:

- claims being made;
- the value of the claims; and
- the inability to defend any claims made should relevant documents be destroyed.

## Document retention schedule

Angmering Parish Council has agreed a minimum document retention schedule, based on the obligations under the previously named acts, codes, orders and regulations.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payments account(s)	Indefinite	Archive
Receipt books of all kinds, including ledgers	6 years	VAT
Bank statements, including savings/deposit accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years after completion of contract	Limitation Act 1980
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
VAT records, P60s and P45s	6 years	VAT, Tax
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date on which the insurance	Employers' Liability (Compulsory Insurance)



	commenced or was renewed	Regulations 1998, Management
<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980
Correspondence and emails	1 year	Limitation Act 1980
Annual accounts and asset registers	Indefinite	Archive
Pension contribution records	6 years	Pensions Act 2014
Personnel records, including SSP and maternity records	6 years	Limitations Act 1980
Asbestos and hazardous materials records	Indefinite	Asbestos Regulations
Job applications	1 year	The Civil Rights Act of 1964
Previous versions of policies, standing orders, schemes of delegation	3 years	Data Protection Act 1998
Accident Book Records	3 years	Reporting of Injuries, Diseases and Dangerous Occurrences Act 2013
<b>For halls, centre, recreation grounds</b> <ul style="list-style-type: none"> <li>• Application for hire</li> <li>• Lettings diaries</li> <li>• Copies of bills to hirers</li> <li>• Record of tickets issued</li> </ul>	6 years	VAT
<b>For allotments</b> <ul style="list-style-type: none"> <li>• Register and plans</li> </ul>	Indefinite	Audit, Management

---

The need to retain any documents not included in the above schedule should be considered on an individual basis.

As a guide, and in the absence of any prevailing act, code, order or regulation to the contrary, documents may be destroyed if they are no longer of use or relevant.

If in any doubt, advice should be sought from the Clerk.

RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	Medium
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **2 years**.

Meeting policy was approved at: Full Council

Date: 08/08/2022

Date of next review: August 2024



---

# **ANGMERING PARISH COUNCIL IT POLICY 2022**

**ANGMERING PARISH COUNCIL**

**Authored by: Tracy Lees**

**Date Updated: July 2022**

**Version: 2**

---

# Contents

SECTION IN PLAN	PAGE
Overview	2
Breach of Policy	2
IT, Communications and Monitoring	3
IT, Communication and Monitoring Policy (“the policy”) Introduction	3 - 4
Computer Facilities: Use of computer systems	4
Software	5
Laptop Computers, PC’s, Tablets and Smart Phones	5 - 6
Email (internal or external use)	7
Internet	8
Monitoring Policy	8 - 9
Social Media	9
General Guidance	10
Risks/Level of Risk	10

## Overview

Angmering Parish Council (APC) provides employees with access to various computer facilities for work and communication purposes. In order to ensure compliance with all applicable laws in relation to data protection, information security and compliance monitoring, APC has adopted an **Information Security Incident Policy** which should be read in conjunction with its **Data Protection** policy.

## Breach of the policy

Breach of this policy will be regarded as a disciplinary offence and will be dealt with under the Council’s formal disciplinary process.

Anyone who considers that there has been a breach of this policy in relation to personal information about them held by the Council should raise the matter via the Council’s formal grievance procedure.

---

# IT, Communications and Monitoring

APC makes use of IT systems, for data storage, communications and as a source of information. We have adopted an IT, communications and monitoring policy in order to:

- prevent inappropriate use of computer equipment (such as extended personal use or for accessing and circulating pornographic, racist, sexist or defamatory material);
- protect confidential, personal or commercially sensitive data;
- prevent the introduction of viruses;
- prevent the use of unlicensed software;
- ensure that Council property is properly looked after; and
- monitor the use of computer facilities to ensure compliance with internal policies and rules and to detect abuse.

## IT, communication and monitoring policy (“the policy”) Introduction

1. APC provides you with access to various computing, telephone and postage facilities (“the Facilities”) to allow you to undertake the responsibilities of your position and to improve internal and external communication.
2. This policy sets out the Council’s position on your use of the Facilities and it includes:
  - your responsibilities and potential liability when using the Facilities
  - the monitoring policies adopted by the Council; and
  - guidance on how to use the Facilities.
3. This policy has been created to:
  - ensure compliance with all applicable laws relating to data protection, information security and compliance monitoring
  - protect the Council from the risk of financial loss, loss of reputation or libel; and
  - ensure that the Facilities are not used so as to cause harm or damage to any person or organisation.

- 
4. This policy applies to the use of:
    - local, inter-office, national and international, private or public networks and all systems and services accessed through those networks;
    - desktop, portable and mobile computers and applications;
    - social media; and
    - electronic mail and messaging services.

## **Computer Facilities: Use of computer systems**

5. Subject to anything to the contrary in this policy the Facilities must be used for Council business purposes only. I.e. The use for online banking, retail, gambling cash back sites (this list is not exclusive) where the risk of data capture is very high is strictly forbidden.
6. In order to maintain the confidentiality of information held on or transferred via the Council's Facilities, security measures are in place and must be followed at all times. A log-on ID and password is required for access to the Council's network. This will be changed regularly and must be kept secure and not shared with anyone.
7. You are expressly prohibited from using the Facilities for the Angmering, receiving, printing or otherwise disseminating information which is the confidential information of the Council or its clients other than in the normal and proper course of carrying out your duties for the Council.
8. In order to ensure proper use of Council computers, you must adhere to the following practices:
  - anti-virus software must be kept running at all times;
  - media storage such as USB drives, CD's or portable hard drives will not be permitted unless they have been provided by the IT supplier;
  - obvious passwords such as birthdays and spouse names, etc., must be avoided (the most secure passwords are random combinations of letters and numbers);
  - all files must be stored on the network drive which is backed up regularly to avoid loss of information; and

- 
- always log off the network before leaving your computer for long periods of time or overnight.

## Software

9. Software piracy could expose both the Council and the user to allegations of intellectual property infringement. The Council is committed to following the terms of all software licenses to which the Council is a contracting party. This means, in particular, that:

- software must not be installed onto any of the Council's computers unless this has been approved in advance by our IT Contractors. They will be responsible for establishing that the appropriate license has been obtained, that the software is virus free and compatible with the computer Facilities; and
- software should not be removed from any computer nor should it be copied or loaded on to any computer without prior consent.

## Laptop computers, PC's, tablets and smart phones

10. Laptop computers, PC's, tablets and smart phones belonging to the Council along with related equipment and software are subject to all of the Council's policies and guidelines governing non-portable computers and software). All laptops, PC's and tablets will be encrypted. When using such equipment:

- you are responsible for all equipment and software until you return it. It must be kept secure at all times;
- ensure you have appropriate car and house insurance to be able to transport/use the laptop on Angmering Parish Council business.
- take appropriate steps to protect the laptop from theft:
  - a. Laptops should not be left in an unattended office without closing and locking the door.
  - b. Laptops should not be left out overnight in offices and should always be locked away.

- 
- c. laptops, where possible, should not be left unattended in a parked car. On those occasions where there is no alternative, they should be locked in the boot.
  - d. laptops should be carried and stored in a padded laptop computer bag or strong briefcase to reduce the chance of accidental damage.
- you are the only person authorised to use the equipment and software issued to you;
  - you must work within the SharePoint environment when carrying out Council business to ensure that all data is backed up and accessible by the Clerk;
  - if you discover any mechanical, electronic, or software defects or malfunctions, you should immediately bring such defects or malfunctions to the Council's attention;
  - upon the request of the Council at any time, for any reason, you will immediately return any equipment and all software to the Council; and
  - if you are using your own laptop or PC to connect with the Council's network or to transfer data between the laptop or PC and any of the Council's computers you must ensure that you have obtained prior consent, comply with instructions and ensure that any data downloaded or uploaded is free from viruses.
  - Laptops must not be used on a public Wi-Fi system. They should only be used at home or in the office (using home routers that provide the necessary security).

## **Health and Safety aspects of using laptops**

- Laptops normally have smaller keyboards, displays and pointing devices that are less comfortable to use than desktop systems, increasing the chance of repetitive strain injury. Where possible, place the laptop on a conventional desk or table.
- If you tend to use the laptop in an office most of the time, request a normal keyboard, mouse and screen.
- If you experience symptoms such as wrist pain, eye strain or headaches that you think may be caused or exacerbated by your use of the laptop, stop using the laptop and consult with the Clerk at the earliest convenient time.
- A risk assessment must be done on the workspace.



---

## Email (internal or external use)

11. All staff will be issued a Council email account which should be used when transacting on behalf of the PC. Staff are not permitted to divert their PC emails to their home or other email accounts.
12. Internet email is not a secure medium of communication; it can be intercepted and read. Do not use it to say anything you would not wish to be made public. If you are sharing confidential information by email this should be sent using password protected attachments.
13. Email should be treated as any other documentation. If you would normally retain a certain document in hard copy you should retain the email.
14. Do not forward email messages unless the original sender is aware that the message may be forwarded. If you would not have forwarded a copy of a paper memo with the same information do not forward the email.
15. Your email inbox should be checked on a regular basis.
16. As with many other records, email may be subject to discovery in litigation. Like all communications, you should not say anything that might appear inappropriate or that might be misinterpreted by a reader.
17. Viewing, displaying, storing (including data held in RAM or cache) or disseminating materials (including text and images) that could be considered to be obscene, racist, sexist, or otherwise offensive may constitute harassment and such use of the Facilities is strictly prohibited. The legal focus in a harassment case is the impact of the allegedly harassing material on the person viewing it, not how the material is viewed by the person sending or displaying it.
18. Staff will be required to surrender their email account and all of its contents to the Clerk if they decide to leave the Council.

---

## Internet

19. Posting information on the internet, whether on a newsgroup, via a chat room or via email is no different from publishing information in the newspaper. Staff should confirm the posting with the Clerk prior to issue.
20. Using the internet for the purpose of trading or carrying out any business activity other than Council business is strictly prohibited.
21. For the avoidance of doubt the matters set out above include use of wireless facilities.

## Monitoring policy

22. The policy of the Council is that we may monitor your use of the Facilities.
23. The Council recognises the importance of an individual's privacy but needs to balance this against the requirement to protect others and preserve the integrity and functionality of the Facilities.
24. The Council may from time to time monitor the Facilities. Principal reasons for this are to:
  - detect any harassment or inappropriate behaviour by employees, ensuring compliance with contracts of employment and relevant policies including the health and safety, ethical and sex discrimination policies;
  - ensure compliance of this policy;
  - detect and enforce the integrity of the Facilities and any sensitive or confidential information belonging to or under the control of the Council;
  - ensure compliance by users of the Facilities with all applicable laws (including data protection), regulations and guidelines published and in force from time to time; and
  - monitor and protect the wellbeing of employees.
25. The Council may adopt at any time a number of methods to monitor use of the Facilities. These may include:
  - recording and logging of internal, inter-office and external telephone calls

---

made or received by employees using its telephone network (including where possible mobile telephones). Such recording may include details of length, date and content;

- recording and logging the activities by individual users of the Facilities. This may include opening emails and their attachments, monitoring Internet usage including time spent on the internet and websites visited;
- physical inspections of individual users computers, software and telephone messaging services;
- periodic monitoring of the Facilities through third party software including real time inspections;
- physical inspection of an individual's post; and
- archiving of any information obtained from the above including emails, telephone call logs and Internet downloads.

26. The Council will not (unless required by law):

- allow third parties to monitor the Facilities (with the exception of our appointed IT supplier); or
- disclose information obtained by such monitoring of the Facilities to third parties unless the law permits.

27. The Council may be prohibited by law from notifying employees using the Facilities of a disclosure to third parties.

## Social Media

28. The Council may use social media to communicate messages to residents and will only be used:

- by the Clerk and persons nominated by the Clerk;
- to transmit factual information and news, not personal opinion;
- to respond to comments and requests submitted via the account.

29. Staff using their own social media accounts must ensure that any comment made is clearly identified as their own and not representative of the Council.

---

# General Guidance

30. Never leave any equipment or data (including client files, laptops, computer equipment and mobile phones) unattended on public transport or in an unattended vehicle.

31. When using email or any form of written correspondence:

- be careful what you write; never forget that email and written correspondence are not the same as conversation: they are a written record and can be duplicated at will;
- use normal capitalisation and punctuation; typing a message all in capital letters is the equivalent of shouting at the reader;
- check your grammar and spelling; and
- do not forget that emails and other forms of correspondence should maintain the high standards expected by the Council.

Observation of this policy is mandatory and forms part of the terms and conditions of employment of staff and the terms of access to Angmering Parish Council's systems and offices. Misuse of the Facilities will be treated as gross misconduct and may lead to dismissal.

RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	Medium
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as medium priority and should be assigned a review period of 2 years.

Meeting policy was approved at: Full Council

Date: 08/08/2022

Date of next review: August 2024



---

**ANGMERING PARISH  
COUNCIL  
FINANCIAL REGULATIONS  
2022**

---

**ANGMERING PARISH COUNCIL**  
Authored by: Katie Herr

# Contents

SECTION IN PLAN	PAGE
General	1-4
Accounting and audit (internal and external)	4-5
Annual estimates (budget) and forward planning	5
Budgetary control and authority to spend	6-7
Banking arrangements and authorisation of payments	7-9
Instructions for the making of payments	9-11
Payment of salaries	11-12
Loans and investments	12-13
Income	13-14
Orders for work, goods and services	14
Contracts	15-16
Payments under contracts for building or other construction works	17
Stores and equipment	17
Assets, properties and estates	18
Insurance	18-19
Risk management	19
Suspension and revision of Financial Regulations	19
Risk Level	20

---

# General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

---

<sup>1</sup> Model Standing Orders for Councils (2018 Edition) is available from NALC (@NALC 2018)

---

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;



- 
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

---

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **Accounting and audit (internal and external)**

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a monthly basis and at each financial year end, a member other than the Chairman, or a cheque signatory, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council, during Full Council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;

- 
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

## **Annual estimates (budget) and forward planning**

3.1. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.2. The approved annual budget shall form the basis of financial control for the ensuing year.

---

## Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- full council for all items over £2,500
- the Clerk, in conjunction with Chairman of Council for any items below £2,500

\*An exception to the above would be CLEW Committee, which have authority to spend up to £7,500 per event, without approval from Full Council.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in December/January for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. Actions from a health & safety/fire risk assessment, the amount spent can be up to £7000, in conjunction with the chair. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

---

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **Banking arrangements and authorisation of payments**

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments. These will be presented, by email, to 2 councillors, who are signatories. The email will consist of the invoices due for payment as well as the payment schedule produced by the accounting system. An emailed response confirming all payments are to be processed must be received from both councillors before payments are loaded onto the banking portal. These payments will then be loaded onto the banking portal by an authorised member of staff (not the RFO). The payment will be processed by the other member of staff and a secondary authorisation is given by the RFO and the payments are sent. A detailed list of all payments shall be disclosed as an attachment to the agenda of Full Council each month. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

---

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or

c) fund transfers within the councils banking arrangements up to the sum of £50,000. Details of these transactions will make up the monthly accounting paperwork taken to each Full Parish Meeting

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

---

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **Instructions for the making of payments**

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by bank transfer.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any

---

payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.7. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.8. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.9. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site. This is covered by our IT provider.

6.11. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.12. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.



---

6.13. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.

6.15. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Full Council in writing before any order is placed.

6.16. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.17. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of up to £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **Payment of salaries**

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of

---

PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

## **Loans and investments**

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be

---

approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **Income**

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

---

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **Orders for work, goods and services**

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.3. A member may not issue an official order or make any contract on behalf of the council.

10.4. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

---

## Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service

---

<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

---

contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders 18d and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.2 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires

---

<sup>3</sup> Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)  
b) For public works contracts 5,225,000 Euros (£4,551,413)

---

further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **Payments under contracts for building or other construction works**

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **Stores and equipment**

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

---

## **Assets, properties and estates**

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **Insurance**



---

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

## **Risk management**

16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management registers in respect of all activities of the council. Risk management registers shall be reviewed by the council quarterly.

16.2. When considering any new activity, the Clerk shall prepare a draft risk register including risk management proposals for consideration by the council.

## **Suspension and revision of Financial Regulations**

17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

---

RISK	LEVEL OF RISK
What is the possibility of change	Medium
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **1 year, or when the model policy is updated.**

Meeting policy was approved at: Full Council Meeting

Date: 08/08/2022

Date of next review: May 2023